

STAT

Approved For Release 2003/04/17 : CIA-RDP80-01240A000500060020-0

Approved For Release 2003/04/17 : CIA-RDP80-01240A000500060020-0

FOR OFFICIAL USE ONLY

This Notice Expires 1 August 1959

*Vera at*  
*Chastine*  
*Nelen*

STAT

NOTICE

PERSONNEL  
19 June 1959

STAT

HOURS OF WORK

DUTY REQUIREMENTS ON 3 AND 4 JULY 1959

1. Executive Order 10825, approved by the President 12 June 1959, excuses most Federal employees from duty on Friday, 3 July 1959. In this Agency each Deputy Director will be responsible for determining the staffing requirements of his component on 3 and 4 July 1959.

2. Under the terms of the order, 3 July is not a holiday within the meaning of Executive Order 10358 or of any statutes insofar as they relate to compensation and leave. An employee whose regular workweek is Monday through Friday and who is required to remain on duty on 3 July will be excused on some other day, requested by him and approved by his supervisor, during the fiscal year ending 30 June 1960. The Executive order specifically prohibits premium compensation for such duty.

3. Employees whose regular workweek includes both Friday, 3 July, and Saturday, 4 July, will be entitled to holiday pay if they are required to perform duty on 4 July. However, for such employees, Friday, 3 July, will be treated as a normal workday.

4. Further information regarding leave and pay administration for 3 and 4 July will be forwarded after additional information is received from the Comptroller General.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

DISTRIBUTION: ALL EMPLOYEES

FOR OFFICIAL USE ONLY